

THE COMMUNITY

San Bruno is “the Peninsula City with a Heart”. Located in San Mateo County, San Bruno is twelve miles south of San Francisco and adjacent to the San Francisco International Airport. An ethnically and culturally rich city, San Bruno has an established single-family residential population of 40,165 in a community that is characterized by a small-town atmosphere within a large metropolitan area.

Located along Highway 101 and Interstate 280, the City enjoys easy access to the vast cultural, educational and recreational opportunities of the San Francisco Bay Area. Cultural opportunities include numerous museums, galleries, theaters and the San Francisco symphony. For the sports enthusiast, the San Francisco Forty-Niners and Giants play nearby; the Golden Gate National Recreation Area is minutes away and access to the San Francisco Bay is just a short drive away. Educational opportunities include numerous community college, as well as Stanford University, University of San Francisco, UC San Francisco and CSU San Francisco. Numerous regional shopping centers abound. The San Bruno BART and CalTrain stations make it easy to use public transportation to access the Peninsula, San Francisco and beyond.

San Bruno has a total on 6.4 miles of hilly terrain that varies in elevation from 12 feet to 875 feet. Mild winters and warm summers characterize San Bruno's excellent coastal weather making it possible to enjoy the natural beauty of the area on a year round basis.

THE POSITION

Mechanic I

This is the journey level class within the Mechanics series. Incumbents at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the Central Garage.

Mechanic II

Employee at this level typically perform the more difficult and complex types of duties and provide lead supervision over assigned personnel. Employee is expected to be fully trained in all procedures related to assigned area of responsibility.

DUTIES

- Plans, carries out and evaluates preventive maintenance schedules for all vehicles and mechanical equipment, either personally, or through outside vendors.
- Operates a variety of diagnostic instruments and a variety of hand, electric, and air-driven tools.
- Tests, services and repairs vehicles and mechanical equipment.
- Inspects, adjusts and replaces necessary units and related parts in the performance of repair and maintenance work.
- Repairs brake, engine, electrical, fuel, hydraulic, transmission, ignition, air, exhaust, axle assemblies and related systems.
- Evaluates status of mechanical equipment and vehicles, and performs or schedules needed repairs.
- Conducts various analyses and inspections of vehicles and mechanical systems to determine the most cost-effective means of maintenance, repair or replacement.
- Develops shop procedures and budget data for the maintenance and repair of vehicles and mechanical systems.

- Initiates and purchases equipment, parts, and supplies used for vehicle and mechanical system maintenance in compliance with departmental and City procedures.
- Provides emergency field assistance to disabled equipment as needed and appropriate. Assists in the preparation of bid specifications for vehicles and mechanical equipment.
- Assists in the preparation and administration of budgets in conformance with adopted policies and procedures.
- Maintains records, prepares reports and other specialized maintenance records of equipment and mechanical equipment.
- Respond to emergency work requirements 24 hours per day, seven days per week.

QUALIFICATIONS

Education and Experience

Mechanic I

- Graduation from high school or GED equivalent plus some specialized training in mechanics, maintenance management, or a closely related field.
- Two (2) years of related mechanic's experience, or
- Any equivalent combination of education and experience.

Mechanic II

- Graduation from high school or GED equivalent plus some specialized training in mechanics, maintenance management, or a closely related field.
- Four (4) years of related mechanic's experience, including experience with more complicated equipment, or
- Any equivalent combination of education and experience.

Knowledge of

- Thorough knowledge of automotive mechanics.
- Considerable knowledge of gas and diesel engines, transmissions, hydraulics, generators, and welding; price trends and grades or quality of materials and equipment;
- Working knowledge of the hazards and safety precautions common to municipal maintenance and repair activities.
- Working knowledge of the practices, methods, materials and tools used in modern equipment maintenance.

License

Possession of and ability to maintain a State of California drivers license with CDL Class B endorsement, or ability to obtain one within six (6) months from date of hire.

APPLICATION PROCESS

Interested candidates may apply on-line at <http://www.sanbruno.ca.gov> or request an application by contacting Human Resources at (650) 616-7055. **The deadline for a completed application is Friday, January 27, 2006 at 5:00 p.m.** No faxes or postmarks will be accepted.

SELECTION PROCESS

After an initial screening of applications those applicants that meet the minimum qualifications and appear to best meet the Department's ideal candidate description will be invited to participate further in the process. Examinations for this position may include written exercises and/or interviews.

BENEFITS

Retirement

The City and employee both contribute to the Public Employees' Retirement System (PERS) 2.7% at 55 plan. Employee pays PERS contribution of 8% and does not

pay Social Security. Under the Social Security law, your Social Security benefit amount earned under previous employers may be affected by "Windfall Elimination Provision" and Government Pension offset Provision. For information, please visit WWW.socialsecurity.gov. You may also call

1-800-772-1213 the TTY number 1-800-325-0778, or you may contact your local Social Security Office.

Insurance

The City currently contributes \$825 per month towards the cost of Medical/Dental and Vision for employee and dependent coverage (including domestic partner). Employee cost of \$450.50 per month is paid on a tax deferred basis and is subject to adjustment by the plan provider annually.

Life insurance equal to one year's annual salary and Long Term Disability (LTD) coverage is provided at no cost to the employee.

Leave

Includes 10-23 days vacation per year depending on length of service, 12 days annual sick leave, and 14.5 paid holidays.

Other Benefits

- Home Loan Assistance Program
- 2.5 % Bilingual Incentive
- Credit union membership
- Section 125 Flexible Benefit Plan
- Tuition reimbursement

EQUAL OPPORTUNITY STATEMENT

The City of San Bruno supports workforce diversity and is an Equal Opportunity Employer (EOE) and as such does not discriminate on the basis of age, race, color, sex, religion, ancestry, physical or mental disability, marital status, sexual orientation, or national origin, in its employment actions, decisions, policies and practices. The City of San Bruno complies with the employment provisions of the Americans with Disabilities Act (ADA). Contact us at (650) 616-7055 to discuss your needs.



The City of San Bruno

Invites Applications For

Mechanic I/II

I - \$3,911 – \$4,798 Monthly

II - \$4,497 – 5,518 Monthly

Final Filing Date

Friday, January 27, 2006

The City of San Bruno's CORE Values

Integrity

Protecting, guarding and shepherding public resources and interests

Teamwork

Exemplary service to the community

Competent, well-trained employees

Friendliness and commitment to the community

**JOIN THE CITY OF SAN BRUNO
THE PENINSULA CITY WITH A HEART**

City of San Bruno Human Resources
567 El Camino Real
San Bruno, CA 94066
(650) 616-7055
www.sanbruno.ca.gov